Using NOLIJ – View Access

Log into NOLIJ with your net id (this is the user name and password you use each day to log into your computer):
Once logged in, your blank NOLIJ screen will look like this. If you have more than one role, you will toggle between roles here.

You have access to the NOLIJ User’s Guide by clicking on the NOLIJ icon. (The User’s Guide is not EWU specific and may include items not in your security class.)
Searching is case sensitive, so names should be typed with the first letter in caps and all other in lower case.

To search for a student, you can either put in the name or the ID. You can use a wildcard on names. The wildcard is %. Hit enter. This will pull up all associated records.

A name search may result in multiple items. To open the file, click on the correct folder.
If you would like to eliminate the other names, click on the red Clear Unlocked Results icon. Then double click on the id in the search bar and only that folder will appear in your results pane.
Clicking on the red Clear Query button in the top pane will clear out any student information in this area to allow you to do another search.

To view all documents in a student’s folder, click on the folder.
To view the document, click on the document icon. The Zoom In button will make the document larger.

You can change how your view looks under Preferences, View Options. This is the Horizontal View.
This is the Vertical View.

You can change your screen colors under Preferences, Themes.